



# BICYCLE & PEDESTRIAN SAFETY COMMISSION

## LOCAL-MOTION GRANT PROGRAM

### GUIDELINES

ideas that incorporate bicycle and pedestrian mobility into local events, programs, or other community activities. Actions that celebrate the virtues of Bloomington, while at the same time incorporating values of our walking and biking culture is the core of the Local-Motion Grant Program. Possibilities for ideas are unlimited for their overall intent (e.g. live performance, parade, tour, class, etc.) and only need to incorporate walk and/or bike locomotion into the scope. Walking and bicycling are safe, practical, economic, low-impact, and healthy ways to travel around the Bloomington community.

BPSC is making funds available to support local initiatives that also promote a bicycle and walk friendly culture. The primary goal of the Local-Motion Grant Program is to advance bicycle and pedestrian mobility. The Local-Motion Grant Program will provide direct support to initiatives that focus on cultural, day to day, or other locally-based activities that also aim to strengthen our diverse and vibrant bicycling and walking culture.

The BPSC believes building a bicycle- and walk- friendly community is more than taking a "build it (trails, sidewalks, etc.) and they will come" approach. It is just as important to compliment this approach with an encourage (to bike and/or walk) and educate (safety, health, environmental) platform on the virtues of active modes of transportation. Emerging organizations or existing organizations with new projects are encouraged to apply for the Local-Motion Grant Program. Applicants are encouraged to contact staff for assistance in the grant application process.

There is one grant cycle annually and requests are limited to one project application per cycle. Grant awards are capped at a maximum of \$1,500 per project application.

#### PROJECT PERIODS

The Local-Motion Grant Program has one cycle annually:

**Call:** Announcement of the Local-Motion Grant Program is issued between January and March with program details.

**Letter of Intent:** A Letter of Intent must be submitted by May 15<sup>th</sup> before 5 P.M. EDT. Applicants are encouraged to coordinate with Planning Department staff to further their Local-Motion Grant concept after submitting their Letter of Intent.

The Bloomington Bicycle and Pedestrian Safety Commission (BPSC) seeks

**BPSC Presentation:** Applicants shall present their Local-Motion concept to the BPSC at their regularly scheduled June meeting (3<sup>rd</sup> Monday of June). Applicants must be present to answer questions from BPSC members and hear any public comments.

**Application:** Based on feedback and discussion from the June BPSC meeting applicants must submit a completed application by the 1<sup>st</sup> Monday of July (7/7/2014) before 12 noon EDT.

**Grant Awards:** BPSC will make their Local-Motion Grant award announcement by the end of August 2014.

#### ELIGIBILITY

The Local-Motion Grant Program is open to nonprofit organizations, locally owned businesses, and Neighborhood Associations for projects that take place within Bloomington city limits.

The Local-Motion Grant Program does **not** fund:

- Projects completed prior to funding period.
- Activities and performances not available to the general public.
- 100% of project costs. Applicants are required to provide matching funds through other sources.
- Activities and performances planned **solely** for fundraising purposes.
- Food, beverages or other refreshments.
- Capital expenditures as the sole project activity.
- Training expenses as the sole project activity.
- Interest on loans, fines, penalties and/or litigation costs.
- Indirect costs.
- Projects that are longer than one year in duration.
- Individuals directly. Individuals must work with a partner organization/business/association, which must serve as the applicant and fiscal agent.

#### REVIEW CRITERIA

Grant applications are evaluated on three (3) general areas of focus detailed below. Applications that demonstrate strengths within all three areas are preferred.

##### Transformative Quality

- The overall level of collaboration between other community initiatives and the ability to transform it towards a more bicycle and/or pedestrian friendly activity.

- The extent to which the project will positively impact public understanding or awareness of non-motorized needs.
- The extent of creativity and innovation exhibited in the project design or construct.
- The extent to which the program can be more economically independent with future iterations (e.g. not needing public funding).
- The extent to which the program can become assimilated into the standard/regular operations of partner organizations, businesses, or neighborhood associations.

### **Community Impact**

- The extent to which the project reaches out to a large and/or significant and/or underserved audience.
- The potential for the project's desired effects to endure beyond its completion.
- The extent to which the project enriches the vitality and diversity of the local bicycle and pedestrian community.
- The relevance/importance of the project and its intended outcomes to the needs and interests of the target audience.

### **Organizational Capacity**

- The extent to which stated project outcomes are appropriate and reasonable based on the project's activities (see Application for definition of project outcomes).
- The extent to which the applicant has demonstrated a clear commitment and ability to making the project a success, including activities in marketing, fundraising and audience development.
- The ability of the organization to sustain the project to completion.
- If the project is to be repeated in the future, the applicant must demonstrate plans to sustain and improve upon the project.
- The extent to which the applicant can demonstrate satisfactory adherence to final reporting and acknowledgment requirements.

### **AWARDS**

Grant awards will not exceed \$1,500 per project. The Commission may receive more requests than it is able to fund; not all applications will be approved.

### **FINAL REPORT**

All grant recipients will be required to submit a Final Report to the BPSC within thirty (30) days of project completion. Non-submittal of a final report in a timely manner may negatively impact future funding.

If major changes occur from the original application (i.e. scope, location, budget or schedule), notification of such changes must

be submitted in writing and approved by the Chair of the BPSC for funding to continue.

### **REQUIRED ACKNOWLEDGEMENTS**

Grantees shall acknowledge receipt of a Bicycle and Pedestrian Safety Commission Local-Motion Grant by use of their name along with the City's logo and credit line when appropriate. Evidence of proper acknowledgement should accompany the completed Final Report. Lack of proper acknowledgement may negatively impact future funding.

### **MATCHING REQUIREMENT**

A variety of revenue sources demonstrates good fiscal planning as well as broad community support; therefore the Mobility Grant program has a matching fund requirement. Funding requests must include at least a 10% cash match (a \$1,650 project would have a \$1,500 grant request and a \$150 match from the applicant.) In-kind support for the request will be viewed favorably, but is not required.

### **REVIEW PROCESS**

Applications will be reviewed by those BPSC members present at their regularly scheduled June meeting. The BPSC will announce their awards at the regularly schedule July Meeting.

Applicants are strongly encouraged to meet with the Bicycle and Pedestrian Coordinator prior to the Letter of Intent (April) and Application (July) deadlines. At the BPSC June meeting, applicants will have a maximum of 10 minutes to present their proposal. They also may be called upon to respond to questions posed by the Commission.

Attendance at the June grant review meeting is required.

### **HOW TO APPLY**

Please direct questions to Vince Caristo, Bicycle and Pedestrian Coordinator, at 349-3423 or [caristov@bloomington.in.gov](mailto:caristov@bloomington.in.gov).

Letter of Intent and Application materials should be submitted via web-based forms posted by the respective deadlines listed above at: <http://bloomington.in.gov/bpsc>

Hard/paper applications will not be accepted.

**Submission of a completed grant application means acceptance of responsibility for having read and understood the information in these guidelines and compliance with all rules, regulations, laws, terms and conditions described in this document.**

Only completed applications will be accepted.

Late applications will not be reviewed.

Funds not claimed by 60 days after award notification will be returned to the grants pool.